

## **Dietz K8 PTO**

### **Bylaws**

#### **Article I – NAME AND PURPOSE**

1. The name of the organization shall be known as DIETZ K8 Parent Teacher Organization of Dietz K8 PTO.
2. Our purpose as a PTO is to support all learners at Dietz K8. We provide resources to support education. We raise funds to support the needs of Dietz K8. Including but not limited to:
  - a. Provide school functions for the purpose of promotion fellowship among parents, students, and teachers.
  - b. Provide funds for extra materials in addition to what is provided by the district as determined by Dietz K8 PTO.

#### **ARTICLE II – BASIC POLICIES**

The following are basic policies of the Dietz K8 PTO:

1. Dietz K8 PTO shall be non-commercial, non-sectarian and non-partisan
2. Dietz K8 PTO shall work with school and administration, faculty and student in an effort to
  - a. Provide quality experiences and activities for all members of Dietz K8.
  - b. Maintain a well-informed membership regarding issues directly related to Dietz K8 and the community.
  - c. Bring closer the relationship between home and school so that parents and teachers may cooperate in the education of students.
3. Dietz K8 PTO shall not, directly or indirectly participate in or intervene any political campaign on the behalf of or in opposition to any candidate for public office. (including publishing or distributing statements)
4. Dietz K8 PTO may cooperate with other organization and agencies concerning child welfare, but persons representing the Dietz K8 PTO shall make no commitments that will bind the PTO.
5. The records of Dietz K8 PTO are open for public review. A PTO book of records will be kept in the school office and will be made available upon request. The notebook will contain:
  - a. The original bylaws, revised bylaw and amendments to bylaw.
  - b. Minutes of the meetings.
  - c. Operating budget.
  - d. Current membership enrollment.
  - e. Articles of incorporation.

#### **ARTICLE III – MEMBERSHIP AND DUES**

Membership of Dietz K8 PTO shall be made available with the following terms:

1. All parents, teachers, and community members of Dietz K8 willing to uphold the policies and subscribe to these bylaws, shall be known as an enrolled member of the Dietz K8 PTO upon:
  - a. The payment or waiver of dues as determined by the board.
  - b. Registration of name, address, and telephone number with the membership chairperson.
2. Membership in the Dietz K8 PTO shall be made available without regard to race, color, creed, or national origin.
3. Dietz K8 PTO shall conduct an annual enrollment of members but will admit person to membership at any time. The memberships year is June 1<sup>st</sup> to May 31<sup>st</sup>.
4. Members must be enrolled at least 30 days prior to the election of officers in order to vote in the election.
5. Members of the Dietz K8 PTO shall pay annual dues as established by the incoming board.
6. Only enrolled members of Dietz K8 PTO shall be eligible to vote in the business meetings, election of officers, or to serve in any of its elective or appointed positions.

#### ARTICLE IV – NOMINATIONS AND ELECTION OF OFFICERS

1. Officers of this organization will consist of elect offices of:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
2. Board will consist of all elected officers, two faculty representatives, Principal of the school, and a student council representative.
3. Elective officers shall be elected by secret ballot at the election. In the event there is but one candidate for an office, the ballot for that office may be dispensed with the election may be held by a voice vote.
4. The term of office shall be one year. The elections shall be held in the spring and the newly elected officers shall assume the office at the close of the last meeting in May. A candidate can be elected to the same offices for no more than two consecutive years.
5. Any office may have co-officers that share the responsibility of the office, co-nominees for the office are voted in as a team and will have on collective vote for the decisions voted upon by the board.
6. If a vacancy occurs in any office, a person elected by a majority vote of the board shall fill it for the remainder of the term.
7. Members must appear in person to cast a vote.
8. There shall be a nominating committee composed of an uneven number – no less than three members, of which one member must be from the board. The board shall appoint the nominating committee two months prior to elections. The nominating committee shall ensure that:

- a. Only those members consenting to serve, if elected shall be nominated.
- b. A nominating report is submitted to the membership prior to the elections.
- c. Following the report nominations may be submitted from the floor with the consent of the nominee.
- d. Those nominated must be enrolled members prior to election.
- e. Information on all candidates is distributed without bias and/or endorsement. (Campaigning is not appropriate).

#### ARTICLE V – DUTIES OF OFFICERS AND BOARD MEMEBERS

1. President shall:
  - a. Preside at all meetings of the PTO and board.
  - b. Be versed and communicated by bylaws.
  - c. Coordinate the work of the officers and committees of the PTO so that the objectives and policies may be prompted.
  - d. Appoint chairpersons of committees.
  - e. Be a member ex-officio of all committees, with the exception of the nominating committees.
  - f. Be one of the authorized board members to sign checks.
  - g. Perform other duties as may be assigned by the PTO.
2. Vice President shall:
  - a. Act as an assistant to the President and perform the duties of the president in the absence of inability of that officer to act.
  - b. Commit to the duties of President in the event the President vacates the office for any reason.
  - c. Perform delegated duties as assigned.
  - d. Have the option to serve as a committee chair.
3. Secretary shall:
  - a. Keep an accurate record of the proceedings of all the meetings of the PTO.
  - b. Distribute official minutes to each board member.
  - c. Maintain PTO book of records.
  - d. Be prepared to refer to the minutes of previous meetings.
  - e. Conduct necessary correspondence between PTO/school/parents.
  - f. Perform other delegated duties as assigned.
  - g. Have the option to serve as a committee chair.
4. Treasurer shall:
  - a. Maintain checking account and other accounts as determined by the board.
  - b. Have custody of all financial records and funds of the PTO.
  - c. Verify and be responsible for all event monies.
  - d. Keep full and accurate account of receipts and disbursements as authorized by the president, and/or board as in accordance with the budget adopted by the PTO.
  - e. Prepare financial statement each month and report at meetings.
  - f. Arrange end of the year audit.

- g. Have the option to serve as a committee chair.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President without delay all records, books, and other materials pertaining to the office and shall return to the Treasurer without delay, all funds pertaining to the office.

Board also may include the Principal, two teacher representatives, and Student council representative. The responsibilities of these members are as follows:

1. The Principal is to provide council to the board regarding school, district policy, and raise issues affecting Dietz K8 faculty and students.
2. The duties of the teacher representatives are:
  - a. Inform staff and faculty of events and activities.
  - b. Poll faculty as request by the board and advise the board according to the results.
  - c. Act as liaison between the PTO and the Dietz K8 Faculty.
3. The duties of the student representative are:
  - a. Inform the Student council of events and activities.
  - b. Poll the Student council as requested by the Board and advise the board according to the results.
  - c. Act as liaison between PTO and the Student council.

#### ARTICLE VI – MEETINGS

1. General meetings of the membership will be held on the dates selected by the Dietz K-9 PTO board. At least two general membership meetings will be held during the school year.
2. Meetings shall be open to the public.
3. Members present shall constitute a quorum. A majority vote of the members present shall be deemed adequate and acceptable to conducting or transacting business.
4. The last meeting of the year in May shall be an annual meeting at which time reports shall be received and new officers shall be installed.
5. Board meetings shall be held quarterly or as necessary to plan activities. A minimum of four members need to be present to constitute a quorum and vote.
6. Robert's Rules of Order shall govern meetings conducted by Dietz K8 PTO in all cases where they are applicable.

#### ARTICLE VII – COMMITTEES

1. Committees shall be created as deemed necessary by the Board

2. Chairpersons are appointed by the board and responsible for planning and initiated all necessary requirements to fulfill the assigned purpose of the committee. (i.e. membership chair)

#### ARTICLE VIII – REQUESTS

When submitting a request to PTO for needed funds, these are the steps to follow:

1. Your request must be in letter format. In this letter, you must provide details of the event and include to total cost.
2. You must present your request at a PTO general membership meeting.
3. If a request is approved, you must return to the PTO general membership to report on your funding request.

#### ARTICLE IX – AMENDMENTS

1. Proposals to amend the bylaws shall be submitted in writing to the President and shall be read at the first general meeting after the President receives the request.
2. Notice of vote on an amendment and information regarding the amendment must be given to the general membership at least ten days prior to the general meeting in which the vote will be taken.
3. A copy of bylaws and advised bylaws will be available for public review I the school office during school hours.

#### ARTICLE X – DISSOLUTION

In the event Dietz K8 PTO is dissolved, the net assets thereof will be distributed as soon as practicable after payment of any debt, by a majority vote of the board, to a nonprofit organization of similar purpose and function.